

MILPERSMAN 1070-090

CREATING THE ENLISTED PERMANENT PERSONNEL RECORD

Responsible Office	NAVPERSCOM (PERS-313C)	Phone:	DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743
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Governing Directive	NAVCRUITCOMINST 1131.2B
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1. **Records Creation.** The service record custodian will send the required documents described below to Chief of Naval Personnel to create or reinstate the permanent personnel record when

a member	<ul style="list-style-type: none">• completes recruit training,• completes Navy Veteran/Other Service Veteran (NAVET/OSVET) indoctrination,• enters the Naval Academy Preparatory School (NAPS), or• enters or returns to duty in the Navy or Naval Reserve.
a recruit or NAVET/OSVET, before completing training or indoctrination	<ul style="list-style-type: none">• is declared a deserter,• is discharged with an entry level separation, or• dies.
an officer candidate or Naval Academy midshipman	<ul style="list-style-type: none">• is disenrolled from training and retained in naval service as an enlisted member,• is discharged with an entry level separation, or• dies.

2. Documents for Member who Completes Recruit Training or NAVET/OSVET Indoctrination. Send the following documents:

DD 4	Enlistment/Reenlistment Document - Armed Forces of the United States	Original. Print "NAVET/OSVET", as appropriate, between the perforation holes on page 1 (cancelled 9-96). Annex(es). Original(s) in alphabetical order.
DD 2366	Montgomery GI Bill (MGIB) Act of 1984 (MGIB)	Original, when applicable.
DD 2384-1	Notice of Basic Eligibility(NOBE)	Original
OPNAV 1780/1	Statement of Understanding - Selected Reserve Educational Assistance Program	Original
NAVPERS 1070/621	Agreement to Extend Enlistment	Original, when applicable.
NAVPERS 1070/604	Enlisted Qualifications History	Original
OPNAV 5350/1	Drug and Alcohol Abuse Statement of Understanding	Original
DD 93	Record of Emergency Data	First page, second copy, if applicable.
NAVPERS 1070/602	Dependency Application/Record of Emergency Data (Part II)	Original, if applicable.
SF 88	Report of Medical Examination	Original
SF 93	Report of Medical History	Original

3. Documents for Recruit or NAVET/OSVET Deserter. If a recruit or NAVET/OSVET is declared a deserter, send a copy of the following documents in addition to the documents listed above:

NAVPERS 1070/606	Record of Unauthorized Absence	
NAVPERS 1070/613	Administrative Remarks	Declaration of desertion message entry.

4. **Documents for Recruit or NAVET/ OSVET Discharged with Entry Level Separation.** If a recruit or NAVET/OSVET is discharged with an entry level separation, send a copy of the following documents in addition to the documents listed under "Completes Recruit Training or NAVET/OSVET Indoctrination:"

NAVPERS 1070/613	Administrative Remarks	Original
DD 214	Certificate of Release or Discharge from Active Duty	Copy No. 2
NAVCOMPT 3067	Detaching (Departing) Endorsement to Orders	Part 5
	Aptitude Board's Report or other documentation authorizing discharge without prior approval of Chief of Naval Personnel.	
NAVPERS 1070/609	Enlisted Performance Record (current for periods through December 1995)	Original, if applicable.

5. **Documents for NAPS Candidate, Except Fleet Personnel.** When candidates, except fleet personnel, enter the NAPS, send the following documents:

DD 4	Enlisted/Reenlistment Document, Armed Forces of the United States	Original
Annexes	When applicable	
NAVPERS 1070/613	Administrative Remarks	Original Only for entries provided with Naval Academy letter of selection.
DD 1966	Record of Military Processing - Armed Forces of the United States	Original
OPNAV 5350/1	Drugs and Alcohol Abuse Statement of Understanding	Original
DD 93	Record of Emergency Data	First page, second copy, or, as appropriate.
NAVPERS 1070/602	Dependency, Application/Record of Emergency Data (Part II).	Original

6. How to Send the Documents

a. Securely fasten the documents into a single, complete group for only one member. Several groups may be sent in a single mailing envelope or container to:

Navy Personnel Command
PERS-313C1
5720 Integrity Drive
Millington, TN 38055-3130

b. Mark the mailing envelope "DO NOT OPEN IN MAIL ROOM."